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UNCLASSIFIED CONFIDENTIAL
(Sender will circle classification top and bottom)

SECRET

CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO—	INITIALS	DATE
1	ao/ci ooi	10/8
2	DCI	
3		
4		
5		

FROM—	INITIALS	DATE
1	es/Int	9 sep
2		
3		

- | | |
|--|---|
| <input type="checkbox"/> APPROVAL + <i>forwarding to DCI</i> INFORMATION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> ACTION | <input type="checkbox"/> DIRECT REPLY |
| <input type="checkbox"/> COMMENT | <input type="checkbox"/> PREPARATION OF REPLY |
| <input type="checkbox"/> CONCURRENCE | <input type="checkbox"/> RECOMMENDATION |
| | <input type="checkbox"/> DISPATCH |
| | <input type="checkbox"/> FILE |

Remarks: For the Director's signature &
forwarding to Cogners.
(including the yellow form attached)

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SECRET RESTRICTED UNCLASSIFIED
16-67708-1 GPO

SECRET

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CENTRAL INTELLIGENCE AGENCY

OFFICIAL ROUTING SLIP

TO—		INITIALS	DATE
1	OCT	RWS	3 Sept
2	AD/CI	JL	
3	CS/INT In inspection		
4	Telephone file		
5			
FROM—		INITIALS	DATE
1	OCT	HDS/jan	21 Aug.
2	O/DCI	RWS	3 Sept
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

Remarks: *Ting,*

*Returned per our telephone
conversation today. Many thanks.
RWS*

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UNCLASSIFIED

16-67798-1 GPO

4-4720

21 August 1963

MEMORANDUM FOR DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Fitness Report of Executive Secretary, DCI

1. In forwarding Captain Taylor's memorandum with attachments, I would like to comment, as the CIA Board Member during the time period in question, that I feel Captain Taylor has shown outstanding initiative in the discharge of this new function. He has a thorough grasp of the complex problems involved and to date has displayed tact in situations where this quality is continuously required. While the period under review is admittedly a short one, I would characterize his performance as superior.

2. I think you will get a laugh out of his attached Sample Letter Fitness Report.



STAT

WILLIAM D. SHELTON
Acting Deputy Director/Intelligence

Attachments - 3

~~RESTRICTED~~

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25X1

18 August 1953

25X1

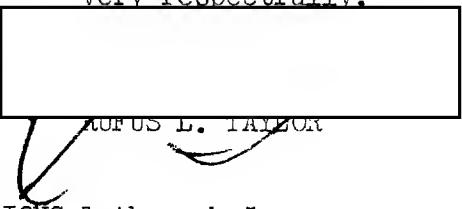
MEMORANDUM FOR CHAIRMAN, USCIB:

Subject: Preparation of Fitness Report of Executive Secretary.

1. In accordance with the decision of the Board at its 89th meeting, it is understood that the Chairman intends to submit a Fitness Report on the Executive Secretary. The information set forth below is submitted together with enclosure (1) hereto which should be attached to the Letter Report described.
2. The letter should be unclassified, if possible (in this connection, it is the policy of the Board to classify both its long and short titles ~~RESTRICTED~~).
3. The letter should be addressed to the Chief of Naval Personnel, should be forwarded directly to him and should have a subject line somewhat as follows: Letter Report of Fitness of Captain Water Tight DOOR, USN, 72462/1610. An enclosure described as "2 copies of NAVPERS-310, sections 1 through 5" should be indicated. (Enclosure (2) is submitted as a sample for purposes of form).
4. The following quotation from the BUPERS INSTRUCTION on this subject is included for your assistance in this matter: "The letter report should contain a description of the individual rated, including physical, mental, and moral qualities, specialties in which particularly well qualified, and defects or weaknesses affecting his ability to perform present or future assignments, and a comprehensive statement of the manner in which assigned duties have been performed. This letter will be attached to the regular fitness report form with the administrative sections 1 through 5 completed and signed by the officer reported on. The title and the service of the reporting senior and his status relative to the officer reported on should be indicated in the letter."

Very respectfully,

25X1

RUFUS L. TAYLOR

Enclosures

- 1 - 2 copies of NAVPERS-310, SECTIONS 1 through 5.
- 2 - Sample Letter Report of Fitness.

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25X1

~~RESTRICTED~~

MEMORANDUM FOR THE CHIEF OF NAVAL PERSONNEL:

Subject: Letter Report of Fitness of Captain Water Tight DOOR,
USN, 72462/1610.

1. Captain Water Tight DOOR, USN has been serving for the past $2\frac{1}{2}$ months under my direct supervision as Executive Secretary of an NSC Board of which I am Chairman.

2. Captain DOOR is physically an average specimen whose neatness of dress and personal manner would pass in a crowd. He seems to be mentally as competent as the run of the mill personnel one encounters in Washington these days and I've had no complaints about his morals. He is seldom seen at cocktail parties but that may be because he prefers to drink in private. However, I have not observed him to be unfit for duty at any time due to previous over indulgence in anything. He seems to be a pretty good sea-lawyer which is a help in his present assignment as he is repeatedly required to point out to people that they mustn't do things which existing directives plainly say they must. Somehow, people believe him anyway.

3. Captain DOOR seems to be performing his present duties in a satisfactory manner and manages to give the impression of being quite busy all the time. He does this by looking harassed and asking that no more items be put on the agenda of the Executive Committee of which he is Chairman. He tells me only what he thinks I ought to know and I'm really too busy to check up on him. However, I have had no complaints from the other members concerned. Of course they're busy, too, and, come to think of it, this may be because Captain DOOR keeps them busy by originating a lot of papers so they won't have time to wonder whether or not he is doing a good job.

4. All in all, I'm satisfied with Captain DOOR but would suggest that if the Navy has any more like him it keep them in the Navy and not burden me with having to make their fitness reports.

Signature
Title

Enclosure

2 copies of NAVPERS-310, Sections 1 through 5.